

You can start using RealTAG to evaluate prospects now; however you may want to enable two custom features of RealTAG.

RealTAG allows you to enter a listing profile and associate your prospects with that listing. This allows you to use the send a customized Competitive Market Analysis email to prospects that provide you with an email address.

1) Enter a Listing into RealTAG

To enter a listing profile you will need to enter some information about the property. HERE'S HOW

1. From the menu bar across the top, click on [MY LISTINGS](#).
2. At the My Listings page Click on the [ADD NEW LISTING](#) button.
3. Complete the New Listing form.
4. Click on [SAVE NEW LISTING](#).

2) Send Customized CMA Emails to Your Prospects

If you want to send customized emails to your prospects you should review your user profile and turn on the email sender on. Here's how:

1. From the menu bar across the top, select [MY ACCOUNT](#).
2. Click on the [CHANGE PROFILE INFO](#).
3. Review the information on your profile page. If you need to change anything or upload pictures, click on [EDIT INFORMATION](#).
4. Make your changes, select [YES](#) on the Send Prospect Email line.
5. Click [UPDATE INFORMATION](#).
6. You're done.

3) Generating a Prospect Report

If you want to generate a report on a prospect, **HERE'S HOW:**

1. From the menu bar across the top, click on [MY PROSPECTS](#)
2. Select [ENTER NEW PROSPECT](#)
3. Choose "LISTING" from the pull down menu
4. Enter Prospect Name, Address, ZIP (other information is optional)
5. Click [SUBMIT FORM](#)
6. Your Prospect Report is displayed.

4) Finding Help Online

If you need help at anytime while using RealTAG, you can click on the help link at the top of any page. Both the Quick Start and Complete Instructions are available online at any time.